



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
HEADQUARTERS, U.S. ARMY GARRISON VICENZA
UNIT 31401, BOX 80
APO AE 09630

IMEU-VIC-PWH

SEP 16 2005

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: U.S. Army Garrison Vicenza Policy Memorandum 06-39, Key and Essential Positions and Designated Housing at U.S. Army Garrison Vicenza

1. IAW AR 210-50 and USAREUR Suppl 1 to AR 210-50, the Installation Commander may designate Key and Essential positions. The Housing Manager will maintain a list of Key and Essential positions for housing units and give assignment for positions as indicated below for accompanied personnel.
2. The following are Key and Essential personnel with designated housing by position:
 - a. SETAF Commanding General – Villa Michaelis
 - b. SETAF Chief of Staff – Villa Ferrarin, with recapture clause in the event another General is assigned to the community.
 - c. U.S. Army Garrison Vicenza Commander – Qtrs 2
 - d. 173rd Airborne Brigade Commander – Qtrs 3
 - e. SETAF, Command Sergeant Major – Qtrs 1
3. The following positions are considered Key and Essential for first available quarters in the appropriate category. In addition, officers and CSMs prepositioned to fill one of these positions are considered key and essential. The Housing Office will assign the first available Villaggio unit or Government Lease Quarters on a priority "1" basis.
 - a. Deputy to the Garrison Commander
 - b. Director, Plans, Training Mobility & Security/S-3
 - c. Commander, 1/508th Inf Bn
 - d. Commander, 173rd FSB

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- e. Commander, 2/503th Inf Bn
- f. Commander, 14th Trans Bn
- g. Commander, 509th Sig Bn
- h. SETAF, Assistant Chief of Staff, G-1
- i. SETAF, Assistant Chief of Staff, G-2
- j. SETAF Assistant Chief of Staff, G-3
- k. Commander, 14th Trans Bn
- l. Commander, 509th Sig Bn
- m. SETAF G-3 Plans Officer
- n. SETAF Assistant Chief of Staff, G-4
- o. Commander, US Army Health Clinic, Vicenza
- p. Commander, USA Dental Clinic Command, Vicenza
- q. 173rd FSB CSM
- r. U.S. Army Garrison Vicenza CSM
- s. 173rd Airborne Brigade CSM
- t. 1/508th Inf Bn CSM
- u. 14th Trans Bn CSM
- v. 2/503d Inf Bn CSM
- w. 509th Sig Bn CSM
- x. American Forces Network South Senior Enlisted Advisor

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4. The following positions are designated Key and Essential for assignment to Government Leased Quarters on a priority "1" basis.
 - a. Red Cross Hub and Station Manager
 - b. Red Cross Deputy Hub Manager
 - c. Red Cross Assistant Station Manager
5. Sponsors losing their Key and Essential status due to change in job assignment also lose their entitlement to Key and Essential housing. This policy includes sponsors who receive priority assignment to Key and Essential housing and sponsors who occupy Key and Essential designated housing. Upon loss of Key and Essential status, sponsors may be required to relocate from government owned or leased quarters at the discretion of the Commander, USAG Vicenza. In the event that a command directed move becomes necessary, moving expenses will be borne by the government.
6. Requests for exception to policy to reside in private rental housing will be forwarded through the Directorate of Public Works, Housing Office to the USAG Vicenza Commander for approval.
7. POC for this matter is Carol Jones at DSN 634-8571.


VIRGIL S. L. WILLIAMS
COL, QM
Commanding

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A minus Camp Darby